

Advisory Committee Information Book

ADVISORY COMMITTEE INFORMATION BOOK

TABLE OF CONTENTS

1. State Director's Transmittal Memorandum on Recommended Nominees
2. Chart Summarizing Proposed New, Reappointed, and Continuing Members on Each Advisory Committee (AC)
3. Individual Summary Sheet for Each Primary and Alternate Nominee
4. Background Information Nomination Form to be Completed by Nominee
5. Nominating Source Letters/Documents
6. Other Candidates: Include Copies of Documents Submitted by Other Candidates
7. Outreach to Recruit AC Members
8. Sample *Federal Register* Notice

SAMPLE TRANSMITTAL MEMO

In Reply Refer To:

SO-

Memorandum

To: Director

From: State Director, (State Name)

Subject: Nominations to the (Name of NLCS Unit) Advisory Committee

We are pleased to forward our recommendations for the vacancies of the (Name of NLCS Unit) Advisory Committee (AC) members whose terms expire _____, 200X. We have recommended nominees that represent the requirements of the Advisory Committee's charter which reflect the wide variety and geographical spread of public interests and opinions on land use and natural resources for (name of NLCS unit).

The recommendations for the positions on the (Names of AC) are based on approximately (number of nominations) public nominations for the (number of) vacancies. While a number of good nominees emerged, we fully endorse the recommendations of our managers.

We also want to endorse fully the productivity of our current AC members, especially those being renominated, who will provide substantial leadership, experience, and continuity on our ACs.

All nominees have been involved in public land issues in their respective field of interest or profession. The nominees' qualifications and endorsements have been carefully checked and analyzed. Our recommendations reflect our professional judgment about the individuals who can best contribute to the ACs' ongoing effectiveness. We consulted with Governor _____ for his/her recommendations for AC nominees.

Attachment 2-3

For Each AC Provide:

Name of AC

(ALTER TABLE AS NECESSARY)**State Director Recommendations: (2 nominees for each vacant position):**

Recommendation:	Name	Interest	Exiting Member
Primary	Name	Off-Highway Vehicle Use	Name
Alternate	Name	Grazing/Permittee	Name
Primary	Name	Archaeological Interest	
Alternate	Name	Dispersed Recreation	
Primary	Name	Elected Official	Name
Alternate	Name	Native American	
Primary	Name	State Natural Resources	Name
Alternate	Name	Academician	

The requested information, nominee forms, and letters of reference for the recommended and alternate nominees are attached to this memorandum. Information on other candidates is also included. For further information about these recommendations please call (Name of DFO), the (title) at (phone number).

Attachments

PROPOSED AC COMPOSITION

Proposed (AC Name) Membership:

(Listed below are the proposed new, reappointed, and continuing members for the 12-member board.)

<u>Name</u>	<u>Interest</u>	<u>Term Expires</u>	<u>Status</u>
Name	category of interest	mm/dd/yy	New
Name	category of interest	mm/dd/yy	New
Name	category of interest	mm/dd/yy	Reappointment
Name	category of interest	mm/dd/yy	New
Name	category of interest	mm/dd/yy	Continuing
Name	category of interest	mm/dd/yy	Continuing
Name	category of interest	mm/dd/yy	Continuing
Name	category of interest	mm/dd/yy	Continuing
Name	category of interest	mm/dd/yy	Continuing
Name	category of interest	mm/dd/yy	Continuing
Name	category of interest	mm/dd/yy	Continuing

INDIVIDUAL SUMMARY SHEET

(AC NAME) PRIMARY CANDIDATEⁱ FOR (CATEGORY OF INTEREST)

Name and Address: (Nominee)
1000 Woodland Ave
City, ST 50000

Category: Academician; Natural Resource Sciences

Occupation: Professor of Range Sciences

Qualifications: Mr./Ms. Nominee has years of experience instructing range sciences at the university level. He/She served as a consulting soil conservationist for the Soil Conservation Service and the Bureau of Land Management. He/She has also served as a State certified forest stewardship lead professional, and worked as a consulting range management expert for the food and agricultural organization of the United Nations on range and livestock projects in Libya. He/She is certified as a rangeland manager by the Society for Range Management and the California Board of Forestry. Mr./Ms. Nominee has been a valued member of the Committee and has contributed significantly to the development and implementation of the Committee's Recreation Standards and Guidelines.

Why Recommended: Mr./Ms. Nominee's training and experience make him/her highly qualified to serve on the AC. He/She has been a strong leader and has proven to be a consensus builder who chaired both the Standards and Guidelines and the Canyon Recreation Subgroups of the AC. He/She also worked with members of two other ACs and several Provincial Advisory Committees and has contributed to the Draft Report on Scenic Forests.

Nominated by: Ms. Josephine Smith, Dean, College of Agricultural Sciences, State University
Mr. Allan Martinez, Regional Director, Hydroscenic Power, Inc.
Self

BLM Permits,
Leases or Licenses: None

Attachment 2-6

ⁱ Note: use this format for both primary candidates and alternate candidates

(Name of NLCS Unit) Advisory Committee

Background Information Nomination Form

Name of committee(s) to be considered for:

Nominee's Full Name:

Business Address:

Home Address:

Business Phone:

Home Phone:

Occupation/Title:

Education: (colleges, degrees, major field of study):

Career Highlights: Significant related experience, civic and professional activities, elected offices (if term expires, prior advisory committee experience or career achievements related to the interest to be represented). Attach additional pages as necessary.

QUALIFICATIONS

Education, training and/or experience:

Experience or knowledge of the committee's geographic area of jurisdiction:

Experience in working with disparate groups to achieve collaborative solutions (e.g., civic organizations, planning commissions, school boards):

Indicate Specific Area of Interest to be Represented (WILL VARY ACCORDING TO AC CHARTER REQUIREMENTS):

- ☐ I hold a Federal grazing permit within the Committee's area of jurisdiction
- ☐ I represent energy and mineral development interests
- ☐ I represent the commercial timber industry
- ☐ I represent transportation or rights-of-way interests
- ☐ I represent developed outdoor recreation, off-highway vehicle users, or commercial recreation activities

- ☐ I represent a nationally or regionally recognized environmental organization
- ☐ I represent archaeological and historic interests
- ☐ I represent dispersed recreation interests
- ☐ I represent wild horse and burro groups

- ☐ I hold State, county or local elected office
- ☐ I am an employee of a State agency responsible for management of natural resources, land, or water
- ☐ I am an academician involved in natural resource management or the natural sciences
- ☐ I represent an Indian tribe within or adjacent to the Committee's area of jurisdiction
- ☐ I represent the affected public-at-large

Indicate any BLM permits, leases or licenses that you hold:

Attach Letters of References from interests or organizations to be represented (required):

Nominated by:

Name Address, and Phone Number:

Privacy Act Statement

The authority to request this information is contained in 5 U.S.C. 301, the Federal Advisory Committee Act, and Part 1784 of Title 43, Code of Federal Regulations. It is used by the appointment officer to determine education, training, and experience related to possible service on a Advisory Committee of the Bureau of Land Management. If you are appointed as an advisor, the information will be retained by the appointing official as long as you serve. Otherwise, it will be destroyed 2 years after termination of your membership or returned (if requested) following announcement of the Committee appointments. Completion of this form is voluntary. However, failure to complete any or all items will inhibit fair evaluation of your qualifications, and could result in you (or your nominee) not receiving full consideration for appointment.

Signature of Nominee

Date

NOMINATION LETTERS/SUPPORT DOCUMENTS

Provide Hard Copies

OTHER CANDIDATES

**Include Copies of Documents Submitted by
Other Candidates**

OUTREACH TO RECRUIT AC NOMINATIONS

Description of all outreach efforts conducted to recruit nominations

Account of the results of the outreach efforts

Explanation if existing members are being requested to be renewed a second term

**SAMPLE OF FEDERAL REGISTER NOTICE
FOR ADVISORY COUNCIL CALL FOR NOMINATIONS**

1784(027)

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

(OR-027-1220-PG; G 2-0099)

Name of NLCS unit Advisory Council; Notice of Call for Nominations

AGENCY: Bureau of Land Management (BLM), _____ District (or Field Office)

ACTION: Notice of Call for Nominations for the Name of NLCS unit Advisory Council (___AC)

SUMMARY: BLM is publishing this notice under Section 9 (a)(2) of the Federal Advisory Committee Act. Pursuant to enabling legislation or proclamation (P.L. Congress-#), BLM gives notice that the Secretary of the Interior is calling for nominations for positions to the ___AC. This notice requests the public to submit nominations for membership on the ___AC.

Attachment 2-13

any individual or organization may nominate one or more persons to serve on the __AC.

Individuals may nominate themselves for __AC membership. Nomination forms may be obtained from the ____ District (or Field) Office, Bureau of Land Management (see address below). To make a nomination, submit a completed nomination form, letters of reference from the represented interests or organizations, as well as any other information that speaks to the nominee's qualifications, to the ____ District (or Field) Office. Nominations may be made for the following categories of interest (*one description for each available seat, from the Charter and/or enabling legislation/proclamation, e.g.*):

- One person who is a _____;
- One person who is a recognized _____;
- A person who participates in _____;
- A person with expertise and interest in _____;
- A person who has no financial interest in the name of NLCS unit to represent Statewide interests (appointed from nominees submitted by the Governor of State).

The specific category the nominee will represent should be identified in the letter of nomination.

The ____ District (or Field Office) will collect the nomination forms and letters of reference and distribute them to the officials responsible for submitting nominations (e.g. County Court of ____ County, the Governor of State, and BLM). BLM will then forward recommended nominations to the Secretary of the Interior, who has responsibility for making the appointments.

DATES: Nominations should be submitted to the address listed below no later than 30 days after publication of this notice.

FOR FURTHER INFORMATION CONTACT: Name, title, address, phone, email, website.

SUPPLEMENTARY INFORMATION: The purpose of the __AC is to advise BLM on the management of the name of NLCS unit as described in Title X of P.L. Congress-#. Each member will be a person who, as a result of training and experience, has knowledge or special expertise which qualifies him or her to provide advice from among the categories of interest listed above.

(Explain duration of each appointment to be filled, including appointment start and end dates.

For example:

Members of the __AC are appointed for terms of 3 years, except that, of the members first appointed, four members were appointed for a term of 1-year and four members were appointed a term of 2 years. The wild horse, dispersed recreation, local environmentalist, and grazing permittee positions were all 1-year terms and will expire August 2002. These four positions will all be replaced with 3-year terms, and will begin no earlier than August 2002. The no financial interest position was a 3-year term. The member of this position has resigned; therefore, the newly-appointed member will complete the existing 3-year term. This appointment will begin upon appointment and will expire August 2004.)

Attachment 2-15

Members will serve without monetary compensation, but will be reimbursed for travel and per

diem expenses at current rates for Government employees. The __AC shall meet only at the call of the Designated Federal Official, but not less than X times per year.

DATED:

Name
Designated Federal Official, Bureau of Land Management